# EMPLOYMENT OPPORTUNITY BULLETIN

**STATE OF CALIFORNIA**
# DEPARTMENT OF FINANCE
915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

*Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and with the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.*
**Look no further, apply today!**

## Staff Administrative Analyst (Accounting Systems) (Permanent/Full Time) (E48)
Associate Administrative Analyst may be considered for recruitment purposes (E97)

### SALARY RANGE:
$5,311 – 6,598* (Associate Administrative Analyst $4,829 – 6,048*)
***This position is eligible for an <u>additional</u> 10% recruitment and retention pay differential (5% in the first year, and 5% in the second year).***

### FINAL FILING DATE:
Until Filled

### QUESTIONS ABOUT THE JOB:
Jennifer Mora (916) 445-3434 ext. 2141
(916) 324-6547 *TDD
E-mail: Jennifer.Mora@dof.ca.gov

### SEND APPLICATION TO:
Department of Finance
Human Resources Office
Attn: Donalyn Joy Castellano
915 L Street Ste. 1235
Sacramento, CA 95814

### WHO MAY APPLY:
Current state employees at the Staff Administrative Analyst (Accounting Systems) level, those within transfer range, or individuals who have list eligibility. Please indicate the basis of your eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligible) in the explanation section of the application.

Applications will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable personnel rules.

### POSITION DESCRIPTION:
This position plays a key role in influencing and enhancing statewide fiscal and accounting policies and procedures.

The Staff Administrative Analyst (AS) performs analytical and consultative duties, including but not limited to: participating in analytical studies and improvement projects requiring knowledge of the state's accounting principles and practices; assisting departments in solving accounting problems; providing outreach, training and consultation to departmental accounting offices; and administering Pro Rata, Statewide Cost Allocation Plan (SWCAP), federal Cash Management Improvement Act (CMIA) programs, and activities to prepare for the implementation of the Financial Information System for California (FI$Cal).

### SCREENING CRITERIA:
- Knowledge of governmental accounting principles and procedures.
- Ability to plan, organize, and adapt to changing assignments and priorities and work effectively under pressure to meet deadlines.
- Ability to maintain regular, consistent, and predictable attendance.

### DESIRABLE QUALIFICATIONS:
- Possess excellent analytical skills.
- Possess excellent verbal and written communication skills.
- Ability to exercise good judgment, initiative, and creativity.
- Ability to gain and maintain cooperative working relationships at all levels.
- Ability to occasionally work beyond scheduled work hours.